



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 11/21/2012	Interviewer: Laura Langley	RFA #12 – 36
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): On campus [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): [REDACTED]		
Requested Assistance Pertaining To (name, position, policy, project, etc.) Faculty-led student [REDACTED] held in classroom.		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☒ Student ☐
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Employment
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input checked="" type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Veteran Status	

Time Line		
Date	Item	Comments
11/21/2012	Phone call from [REDACTED] to LKL	An [REDACTED] faculty member is holding a faculty-led [REDACTED] in a classroom. Other faculty brought it to [REDACTED] attention. She is not concerned that students are being pressured to participate and it is not during class time.
11/26/2012	LKL called Wendy Bohlke at Laura Eckert's suggestion	[REDACTED] should be told. If the faculty member is from a college, that Dean should be told as well. There is a request process for student clubs to use university space. For non-student clubs, people need to apply to use the space.
11/26/2012	LKL called [REDACTED]	[REDACTED] already informed [REDACTED]. The faculty member is not part of a college. She will have the individual apply to use the space. She will call Laura back if other concerns arise.